

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

February 13, 2015

Task Force on County Operations & Organization

1. Call to Order

Meeting was called to order by Schroeder at 8:30 a.m.

2. Roll Call

Task Force Members

Members present: Kathi Cauley, Jennifer Hanneman, George Jaeckel, Ron Krueger, Russell Kutz, Steve Nass, Joe Nehmer and Timothy Smith.

Others Present: Tammie Jaeger, Administration; Benjamin Wehmeier, County Administrator; Amy Smith, Reporter, Jefferson Daily Union; Barb Frank, County Clerk; Bill Kern, Highway Commissioner; Tammy Worzalla, Accountant; J. Blair Ward, Corporation Counsel; Brian Lamers, Finance Director; Terri Palm-Kostroski, Human Resources Director; John Rageth, MIS; Roland Welsch, MIS and Supervisor Carlton Zentner.

Excused: Susan Happ.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Introductions

None

5. Review of Agenda

No changes

6. Public Comment

None

7. Approval of January 28, 2015 Task Force meeting minutes

Motion by Nass; Second by Jaeckel to approve the February 28, 2015 Task Force meeting minutes as printed. (Ayes-All) Motion carried.

8. Review of Audit – Administration, Highway and MIS

Wehmeier explained that the Administration Audit involved Palm, Lamers, Frank and himself. Staff reviewed the audit recommendations, findings and actions.

Rageth & Welsch reviewed the MIS Audit recommendations and actions.

Kern reviewed the Highway Department Operations Study recommendations and actions.

Staff addressed questions and discussed potential ideas that could be considered.

9. Discussion and possible action on principle statement

This item was postponed until the next meeting.

10. Review information from Department Heads regarding comparable counties

This item was postponed until the next meeting.

11. Discuss scheduling topics for future agendas

No action.

12. Communications

- Administrative Audit
- MIS Audit
- Highway Audit
- Highway Department project CTH G
- Input from Department Heads regarding comparable counties
- Input from Task Force on principle statement

13. Set next meeting dates

February 25th at 10:00 a.m. in Room 202 and March 13th at 8:30 a.m.

14. Tentative Future Agenda Items and Meeting Dates

- Approval of February 13, 2015 Task Force meeting minutes (February 25th)
- Follow-up on Department Audits (February 25th)
- Review of Audits – Sheriff's Office (March 13th)
- Overview Strategic Plan- Steve Grabow (March 13th)
- Overview of Comprehensive Plan – Rob Klotz (March 13th)

Future Agenda Items:

- Review future capital projects
- Review county department structure
- Review County Board Committee structure
- Report from the Finance Department on future projections – State Levy Caps
- Discussion on shared services:
 - a. Discussion with Mayors & Village Presidents regarding shared services
 - b. Department Head reports including current and potential possibilities for shared services
 - c. Discuss possible shared services with agencies outside of Jefferson County
- Discuss reports from Department Heads regarding their ideas on how things can be done better
- Presentation from other counties on their CQI process
- Information on the barriers and opportunities that may exist with combining services such as Fire and EMS – Krueger
- Possible topics presented by the Wisconsin Counties Association (WCA)

15. Adjourn

Motion made by Nass; Second by Jaeckel to adjourn at 11:20 a.m. (Ayes-All) Motion Carried.